

Stand: 10 January 2024



## **Privacy policy for the administration of the guest houses (Welcome Center)**

### **1. Name and address of the person responsible**

The responsible controller as defined in the EU General Data Protection Regulation (GDPR) and other national data protection laws of the member states and other data protection-related regulations is:

Universität Münster,  
represented by the Rector, Prof. Dr. Johannes Wessels,  
Schlossplatz 2, 48149 Münster  
Phone: + 49 251 83-0  
E-Mail: [verwaltung@uni-muenster.de](mailto:verwaltung@uni-muenster.de)

If you have any questions concerning the management of the guesthouses please contact:

Frau Homeyer  
International Office/ Welcome Centre  
Hüfferstraße 61  
48149 Münster  
Tel +49 251 83-22600  
[maria.homeyer@uni-muenster.de](mailto:maria.homeyer@uni-muenster.de)

### **2. Name and address of the data protection officer**

The Data Protection Officer appointed by the responsible controller is:

Nina Meyer-Pachur  
Schlossplatz 2, 48149 Münster  
Tel.: + 49 251 83-22446  
E-Mail: [Datenschutz@uni-muenster.de](mailto:Datenschutz@uni-muenster.de)

### **3. Data processing in the context of the administration of the guest houses**

#### **Scope of the data processing**

We process the following data from you as part of your accommodation inquiry:

- (1) title, first name and last name
- (2) nationality
- (3) e-mail-address
- (4) telephone number
- (5) home university
- (6) home country
- (7) title, first and last name of accompanying partner
- (8) first and last name of accompanying children

(9) birth date of accompanying children

(10) host faculty/institute at the University Münster

(11) title and name of the host at the University Münster

(12) your University Münster host's contact data (email, phone no., address)

(13) your University Münster host's contact partner at the institute (of different from host contact)

(14) information on whether a scholarship was awarded to facilitate the visit or whether an employment contract with the University Münster has been concluded (yes/no question)

## **Purpose of processing**

The personal data listed above is used to process your accommodation inquiry concerning the guesthouses of the University Münster. The Welcome Centre also uses the data to help you prepare for your arrival in Germany and to advise you on bureaucratic matters during your stay. Important information is shared with you throughout your visit in the form of a newsletter sent to you via email.

## **Legal basis for processing personal data**

If we request your consent to process your personal data Art. 6 Abs. (1a) of the EU General Data Protection Regulation (GDPR) serves as the legal basis for processing this data.

## **Further recipients of your personal data**

The personal information collected in connection to your accommodation inquiry is forwarded to the following recipients at the University Münster:

Dept. 4 (Facility Management) and Dep. 5.2. (Financial/Administrative Accounting): First and last name of the tenant, address in Münster; if applicable, the name and address of the third party responsible for the direct payment of the rental fees to the University of Münster.

## **Duration of storage of personal data**

We store your personal data for only as long as necessary for fulfilling the purpose of processing stated above, or until you withdraw your consent.

## **Your rights as a data subject**

Provided the respective legal regulations are fulfilled, you have the right to information about your personal data processed by the University Münster (Art. 15 GDPR), the right to rectification (Art. 16 GDPR), erasure (Art. 17 GDPR), the restriction of processing (Art. 18 GDPR) and the right to withdraw prior consent to such processing (Art. 21 GDPR).

## **Right to raise an objection with the supervisory authority**

You also have the right to raise an objection with the supervisory authority. The responsible supervisory authority is: Landesbeauftragte für Datenschutz und Informationsfreiheit Nordrhein-Westfalen  
Postfach 20 04 44, 40102 Düsseldorf, Tel.: 0211/38424-0, E-Mail: [poststelle@ldi.nrw.de](mailto:poststelle@ldi.nrw.de)